

HUMAN RESOURCES OFFICE ATSUGI JAPAN VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: HOUSING09-01-255689

TITLE/SERIES/GRADE: Housing Management Assistant, YB-1108-01/02

YB-01 SALARY: \$17,174 - \$39,161 PER ANNUM

YB-02 SALARY: \$32,778 - \$58,622 PER ANNUM

OPEN DATE: 20 February 2009

CLOSING DATE: 6 March 2009

VACANCIES: ONE

ORGANIZATION: Housing Department, Atsugi Housing Welcome Center, U.S. Naval Air Facility, Atsugi, Japan

AREA OF CONSIDERATION: Current permanent Federal employees, former permanent Federal employees with reinstatement eligibility; Military Spouse/ Family Member; Permanent Change of Station (PCS) costs will not be paid. This is a local hire position. Applicants from outside of Japan and Military spouses/Family members whose sponsors are not in the Atsugi commuting area will not be considered.

NOTES:

1. This position is one which this activity normally recruits for locally. Therefore, Living Quarters Allowance (LQA), Transportation Agreement or any other benefits normally paid to a "Stateside" hire will NOT be granted. If you are an employee currently receiving these benefits, they may continue should you be selected for this position.
 2. **External Candidates** – See note regarding external referral procedures. You are an external candidate if you do not fall into the following categories: A current permanent Federal employee or former Federal employee with reinstatement eligibility.
 3. Military Spouse Preference eligibles will lose their preference upon acceptance or declination of a job offer to this position.
 4. Full performance Pay Band YB-2. If position is filled at the YB-01 level- incumbent may be noncompetitively promoted to the YB-02 level upon meeting qualifications and at the discretion of management. Promotions to the target level are not guaranteed.
 5. This position is covered by the National Security Personnel System. Base salary of the selectee will be set based on his/her qualifications (e.g., experience, education, training, etc.) and availability of funds, and it is at the discretion of the selecting official. For more information on NSPS, please visit the website at <http://www.cpms.osd.mil/nsps/index.html>
 6. Applicants who are not currently SOFA (Status of Forces Agreement) sponsored **MUST** be able to meet **JAPANESE IMMIGRATION** requirements and SOFA eligibility requirements prior to appointment.
 7. Under Executive Order (E.O.) 11935 – Non-U.S. citizens can only be considered for an Appropriated Fund (APF) vacancies when there are no other U.S. citizens. Non-U.S. citizens, as described in the Area of Consideration above, will be considered only if there are no other qualified U.S. citizen candidates available worldwide.
 8. **DEFINITIONS: Reinstatement eligible:** Separated from a permanent, competitive Federal appointment after having attained career status; or is within 3 years of having been separated from a Career-Conditional appointment in the competitive service.
 9. Incumbent must be able to obtain and maintain a non-critical sensitive (secret) clearance as a condition of employment.
- DUTIES:** Performs a variety of assignments, related to occupancy, maintenance, and termination at both Military Family Housing and off-post private rental units, under the guidance of the Facility Maintenance Manager and the Atsugi Navy Housing Welcome Center Director.

QUALIFICATION REQUIREMENT

QUALIFICATION REQUIREMENTS FOR YB-02: One year of specialized experience at the next lower pay band level (YB-01) **SPECIALIZED EXPERIENCE** is defined as experience in housing management principles, techniques and methodology.

QUALIFICATION REQUIREMENTS FOR YB-01: No experience required.

EVALUATION FACTORS: Applicants who meet the minimum qualification requirements will be rated on the following job related Knowledge, Skills and Abilities (KSAs). Applicants are strongly encouraged to address how their experience demonstrates each of these factors to receive full consideration.

1. Knowledge of DoD and Military Family Housing policies, practices and procedures related to the Housing Program.
2. Knowledge of office practices and procedures sufficient to gather financial and budgetary data for use in reports or budget development by higher level housing personnel.
3. Ability to communicate orally and in writing.

SPECIAL REQUIREMENTS: 1. Address Knowledge, skills and abilities (KSA's). 2. Subject to satisfactory completion of background checks 3. NON-CRITICAL SENSITIVE Clearance required. 4. Subject to overtime, holidays and weekend work.

INQUIRIES REGARDING THIS VACANCY: Call HRO at 264-3421 Clem Burns or 264-3325 Yumiko Rayner.

VACANCY ANNOUNCEMENT INFORMATION AND INSTRUCTIONS

WHO MAY APPLY: Refer to the **Area of Consideration** for each vacancy announcement.

HOW TO APPLY: Application and forms must be **received** in the **Human Resources Office** by **1600 (4:00 p.m.)** on the **closing/cut-off date** of the announcement. To send your resume by US Postal System, please address to: **Human Resources Office PSC 477, Box 12, FPO AP 96306-1212**; To send your resume by Japanese Post, please address to: **252-1101, Kanagawa-ken Ayase-shi, Fukaya Ogami, US Navy Atsugi Base, Box 12, HRO (Annotate Ann. No.)** Applications may be submitted by mail or through the drop box located at the Main Gate of Atsugi Base or the drop box located in the front of HRO building 291.

Postmark date, faxed or emailed applications will not be accepted. All applications must show the announcement number and grades applying for. Do not submit copies of position/job descriptions or other extraneous material not requested. It is the applicant's responsibility to make a copy of the application and attachments for future use. **Applications and attachments will not be retrieved for duplication or for return.** Each applicant is responsible for submitting complete information on his/her qualifications. Applicants must meet all eligibility and qualifications requirements (including time-in-grade requirements for GS-positions) as of the closing date/cut-off date of the announcement. **Failure to submit required information or to meet the closing/cut-off date may result in a loss of consideration for the position for which you are applying.**

FORMS REQUIRED:

1. [OF 612](#) - Optional Application for Federal Employment, resume, Application for Federal Employment (SF-171) or other written format. ***Those using a resume or other written format should refer to the flyer [OF 510](#) - "Applying for a Federal Job" for required information.***
2. **Resume and alternative forms of applications MUST contain the following:**
 - [Announcement number, title and grade of the job for which you are applying.](#)
 - [Full name, mailing address, and day and evening telephone numbers; Social security Number; country of citizenship](#)
 - [Education: Name of high school, city, state and date of diploma or GED; name of college and/or university, city state; majors with type and year of any degrees received.](#)
 - [Highest Federal civilian grade held \(also give job series and dates held*\); proof of reinstatement eligibility, if applicable.](#)
 - [Work Experience: Job title, duties and accomplishments, employer's name and address; supervisor's name and phone number; starting and ending dates \(Mo/Yr\), hours per week, &](#)

salary. Include all relevant experience, whether it was paid or volunteer work. Do not send copies of job descriptions, personal endorsements or other unsolicited material. If you do not wish us to contact your present employer, please state clearly.

- Other Qualifications: List dates and titles of job-related training courses, certificates, licenses, honors, awards, and special accomplishments.
 - An original signature and date.
3. Supplemental Experience Statement or separate sheet addressing KSA's (knowledge, skills & abilities) as required by the announcement.
 4. Copy of most recent performance appraisal.
 5. ***Current or previous Federal employee or reinstatement eligible must submit the most recent copy of SF-50 with resume.***
 6. ***NAF employees must submit the most recent copy of Personnel Action Report (PAR) and HRSCPR 12300 with resume.***
 7. ***CIPMS employees must submit the most recent SF-50 which shows the appointment is a position covered by CIPMS with resume.***
 8. DD-214 indicating type of discharge (**Member 4 copy**). Required if claiming 5 or 10 point Veterans' Preference. For 10 point preference applicant must also submit an SF-15 and VA letter or certificate.
 9. Questionnaire to Application for Federal Employment.
 10. Official transcripts OR statement from institution's registrar, dean, or other appropriate official when education is a basic requirement for the position or if desiring to qualify on the basis of substituting education for experience.
 11. All other forms and information required in the specific vacancy announcement.

QUALIFICATION REQUIREMENTS: Evaluation will be based on OPM approved qualification standards for the specific occupational series. **Selective Factors**, if identified, are part of the minimum qualification requirements and will be used for determining basic eligibility in that they represent knowledge, skills, abilities, or special qualifications that are in addition to the minimum requirements in a qualification standard, but are determined to be essential to perform the duties and responsibilities of a particular position. Applicants who do not meet a selective factor are ineligible for further consideration.

EDUCATION: All substitutions of education for experience will be made in accordance with OPM approved qualification standards. Persons desiring to qualify on the basis of substituting education for experience, or when education is a basic requirement for the position, must provide documentation or proof that he/she has met the education provisions. (Such as: official transcripts OR statement from institutions registrar, dean, or other appropriate official.) **Foreign education must include evidence that it is comparable to education received at accredited educational institutions in the United States.**

EVALUATION METHOD: Information contained in the application to include KSA's, supplemental experience statement (if required) and performance appraisal will be used to determine basic eligibility and to identify the best qualified candidates. For each work experience, if you describe more than one type of work (for example, carpentry and painting, or guard and supply), provide the approximate percentage of time you spent doing each.

****EXTERNAL REFERRAL PROCEDURES:** Referral of external candidates will be in accordance with Title 5 CFR 333 requiring that eligible applicants be referred in priority group order. Applicants in lower preference groups might not be referred for consideration even though rated as qualified, if a sufficient number of higher-preference group applicants are qualified and available for the position. This would preclude the selection of candidates from lower preference groups

MILITARY SPOUSE PREFERENCE (MSP)/FAMILY MEMBER PREFERENCE (FMP): Candidates claiming MSP/FMP **must include a copy of sponsor's permanent change of station orders authorizing movement of spouse to the overseas command, or other appropriate documentation that supports that preference.** Additional documentation may be required prior to granting preference. Please indicate in your application if you are claiming MSP. Applicants claiming MSP **MUST** address the knowledge, skills, and abilities (KSA's) listed in this announcement. Family members of locally hired DoD civilian employees are not eligible for family member preference.

VETERANS' PREFERENCE: A 5-point preference is granted to veterans who entered military service prior to October 14, 1976, or who have served in a military action for which they received a Campaign

Badge or Expeditionary Medal. However, you may be entitled to 10-point veterans' preference if you are a disabled veteran; you have received a Purple Heart; you are the spouse or mother of a 100% disabled veteran; or you are the widow, widower, or mother of a deceased veteran. If you are claiming 10-point veteran preference, you will need to submit an SF 15, Application for 10-point Veterans' Preference, plus proof required by that form.

The Defense Authorization Act of November 18, 1997, extended veterans' preference to persons who served on active duty during the Gulf War from August 2, 1990, through January 2, 1992. The law grants preference to persons otherwise eligible and who served on active duty during this period, regardless of where the person served or for how long. The law also authorizes the Secretary of each military department to award the Armed Forces Expeditionary Medal for service in Bosnia during the veterans' preference. More information on veterans' preference is available in the Vet Guide that may be found on the United States Office of Personnel Management web site: www.opm.gov

DEVELOPMENTAL OR TRAINEE POSITIONS: If selected for a developmental or trainee position, the selectee will undergo training and/or work experience and may be promoted to the intermediate and/or target levels without further competition when eligible and at the supervisor's discretion; however, promotions are not guaranteed.

REASONABLE ACCOMMODATION: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

OTHER PERTINENT INFORMATION:

- The filling of positions is subject to referrals and placement from regulatory placement programs.
- Management reserves the right to fill these positions by the most appropriate method. At management's discretion, the area of consideration indicated in the announcement may include noncompetitive eligible's, who may be referred to the selecting official at any point during the recruitment process. Acceptance of applications under this procedure does not guarantee referral. If circumstances warrant, management may decide at any time to cancel a vacancy, change the area of consideration, and/or the number of positions to be filled. The selecting official is entitled to select any certified candidate, to non-select all candidates or to select from other sources during the recruitment process.
- Applications from this announcement may be referred for future vacancies of the same title, series, and grade which occur at the same activity within 90 days of the selection/closing date of the announcement.
- Selectees to positions that are announced as temporary may be appointed for periods of up to one year in duration, and may be extended for a maximum of 1 additional year.
- **For all positions requiring access to firearms or ammunition:** The Federal government is prohibited from employing individuals in these positions who have ever been convicted of a misdemeanor crime of domestic violence, or a felony crime of domestic violence adjudged on or after 27 November 2002. Selectees for such positions must submit a completed DD Form 2760, Qualification to Possess Firearms or Ammunition, **before a final job offer can be made.**
- It is a violation of 18 USC 1719 to use a postage paid government envelope to mail job applications. Facsimile applications will not be accepted, unless otherwise authorized.
- Selectee will be required to participate in Direct Deposit Electronic Fund Transfer as a condition of employment.
- Initial tour of duty is 36 months. Family members are tied to the sponsor's tour.
- Locality pay does not apply in the overseas area.
- Benefits and allowances afforded in Japan are administered by the Department of State and are subject to change at anytime without advance notification.
- Male candidates who are born after December 31, 1959 will be required to submit proof of registration with the Selective Service System or proof of exemption.
- Military members separating from the military must be within 120 days of the separation date in order to be considered for this position. Must provide separation orders or other document that verifies the separation date.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

There will be no discrimination in identification, qualification, evaluation, or selection of candidates because of political, religious, or labor organization affiliation or non-affiliation, marital status, race, color, sex, sexual orientation, national origin, non-disqualifying physical handicap or age.

This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on requests for reasonable accommodation will be made on a case-by-case basis. If you have questions regarding this agency's reasonable accommodation policy, contact Mr. Po Ponhara, Chief, Employee Relations and Services Division, HRO Yokosuka at DSN: 243-8187 or (local) 046-816-8187.